

FOOD SERVICE SUPERVISOR

JOB TITLE: Food Service Supervisor

GRADE: 13

JOB CODE: 6001

DATE: 11/8/95

GENERAL FUNCTION: Supervises the preparation and distribution of prepared meals for program(s) of the local health department.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Supervises employees involved in the preparation and serving of meals.

Responsible for the sanitation of the food service area.

Assist in planning and preparing daily menus.

Trains employees and evaluates performance of their work.

Orders, receives and stores food.

Reviews and maintains routine records such as food inventory, food deliveries, resale, financial receipts, time and attendance reports, work sheets, etc.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

SUPERVISION EXERCISED: Supervision would be that of first-line supervisor for supervising cook(s) and other kitchen personnel.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Minimum, Education, Training, and Experience Requirements: Three years of sub-professional or professional experience in a food service operation.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.